

San Diego Public Library



Special Event Preliminary Information Form (SE-PIF)

1. Please fill out the form below and save it to your computer.
 2. Email this form as an attachment to CentralEvents@sanidiego.gov.
 3. A representative from the San Diego Public Library will contact you shortly.
- Thank you for your interest.

This form is for preliminary information only. Additional document(s) are required to confirm your event.

(Required) Last Name: _____	(Required) First Name: _____
Phone #: _____	Alt. Phone #: _____
(Required) Email: _____	Website (optional): _____

(Required) Event name: _____
(Required) Event date & time: _____

Event description (brief):

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(Required) No. of invited guests or attendees: _____

Catered:	Yes	No	Alcohol served:	Yes	No
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Special requests or needs:

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